

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 40-101

**AIR FORCE MATERIEL COMMAND
Supplement 1**

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Medical Command

HEALTH PROMOTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements AFI 40-101, *Health Promotion Program*, and expands on the basic guidance provided. It applies to all Air Force members assigned or administratively attached to AFMC, retirees, and beneficiaries; Air Force civilian personnel; US Air Force Reserve and Air National Guard members on active duty orders for 31 consecutive days or more; and retirees of the Air Reserve Component. Use this supplement in place of any previous guidance. If supplemented, submit a copy to HQ AFMC/SGOZ, 4225 Logistics Avenue, Suite 23, Wright-Patterson AFB OH 45433-5762.

SUMMARY OF REVISIONS

Changes requirement for Health Fitness Instructor (HFI) to recommendation and clarifies need for dietitian. Changes HFI certification requirements. Clarifies role of 4D when assigned to a HAWC with Nutritional Medicine support and joint, HAWC/Services, marketing strategies.

AFI 40-101, 9 May 98, is supplemented as follows:

4.1. (Added) Ensure adequate line resources to support sustainment of command HAWC and effective health promotion and fitness programs.

6.4.1. (Added) Conducts staff assistance visits to each HAWC upon request using local HAWC funds.

7.5. Ensures Responsibility Center/Cost Center 5969 is established for the HAWC (FAC is 5321) operational expense elements.

7.8. Staffing, as a minimum, will be: one health promotion manager (HPM), one medical technician (two, if total force is greater than 6,000), one exercise physiologist, and one information manager. If base total force exceeds 6,000, highly recommend a health/fitness instructor to augment the Fitness Program staff. If the medical treatment facility does not provide nutritional medicine services, staffing should include a registered dietitian.

8.4. Ensures fitness center staff members receive American College of Sports Medicine (ACSM) exercise specialist; Cooper Institute for Aerobics Research (CIAR) or equivalent, certification to assist customers improve and enhance their fitness conditioning programs.

8.5. (Added) Ensures the fitness center director collaborates with the HAWC staff to provide an integrated health and fitness program.

8.5.1. (Added) In conjunction with the fitness program manager (FPM), develops the Air Force Fitness Program's fitness improvement programs (e.g., self-directed fitness improvement program, monitored fitness improvement program) and provides to members at no cost.

8.5.2. (Added) Develops fitness programs based on fitness conditioning prescriptions from the HAWC. Offers incentive programs for exercise participation.

8.5.3. (Added) Collaborates with the HPM to identify fitness center staff training needs. Ensures attendance at training sessions by all fitness center staff and proper annotation of personnel training records.

8.5.4. (Added) Consults with the HAWC staff on the purchase of exercise equipment.

8.5.5. (Added) Designates two to three members of their staff to augment the HAWC in conducting official body fat measurements. Duties should not exceed 2 man-hours per week unless mutually agreed upon by the Services Combat Support Flight Commander/Chief and the HPM. The augmentation times should be scheduled at the same time every week, if possible, to ease fitness center manpower scheduling..

8.6. (Added) Ensures marketing staff collaborates with the HAWC to promote joint health and fitness programs. Ensures fitness programs offered in the HAWC are billed as joint Health Promotion/Services activities by the Services marketing division. Information is routed to the Fitness Center Manager for joint promotion through Services avenues.

8.7. (Added) Advocates programs and allocates sufficient funding to support effective health and fitness programs.

8.8. (Added) Ensures HAWC's integration with fitness center is addressed in any renovation or construction plan.

9.7. (Added) Explores and engages cooperative efforts with Services Squadron/Division to develop economies by sharing contracts (i.e., equipment maintenance, linens, etc.)

10.1.1. Ensures integration of all health promotion and disease prevention programs in support of population health to include PCO and Preventive Health Assessments.

11.1.5. Ensures financial plans (line and Defense Health program) has a line item functional statement in the Description of Operations under Program Data; a line item showing total funding requirements under Program Summary for Funding; and a document of statement of need, if unfunded requirements exist. Ensures funding is loaded to RCCC, PEC, and EEIC levels during initial distribution funding.

11.1.9.1. (Added) Collaborates with the Services Combat Flight Commander to identify fitness center staff training needs. Schedules ongoing training with the fitness center director.

11.1.9.2. (Added) Consults with Services when the installation fitness center is assessed for add/alter or new building status for possible HAWC construction/renovation needs.

11.1.13.1. (Added) Coordinates dates and times with Services Combat Support Flight Commander/Chief for fitness center staff to conduct body fat measurements in the HAWC. If more than 2 man-hours per

week are required, will work together to determine if additional support can be provided without degrading fitness center mission capability.

11.1.13.2. (Added) Ensures all Services augmentees are properly trained on body fat measurement procedures.

11.1.13.3. (Added) Coordinates purchase of demonstration exercise equipment for HAWC (excluding equipment for exercise testing such as cycle ergometers, mats, etc.) with Services at the local level in accordance with Allowance Standard 410.

11.3.1. Coordinates event logistics prior to seeking marketing support from Services marketing department.

11.3.2. Coordinates with Services Combat Support Flight commander/chief, marketing of exercise classes offered within the HAWC as joint Health Promotion/Services activities.

11.3.2.1. (Added) Collaborates with the Fitness Center Director to establish and sustain a cooperative marketing program for HAWCs and fitness activities to be included in the annual Fitness Center marketing plan to encourage healthy lifestyle changes.

11.4.1.2. (Added) If the HAWC is not collocated with the fitness center, coordinate policy identifying the parameters of all behavior modification programs that include fitness training in the HAWC with a Services representative. The policy should identify targeted population, any specific equipment needs beyond the basic requirements, and establish a requirement for an exercise prescription to include the length of the program.

12.9. (Added) In conjunction with the fitness center director develops the Air Force fitness improvement programs (e.g., self-directed fitness improvement program and monitored fitness improvement program.)

12.10. (Added) Serves as an advisor/consultant to the Fitness Center Director on matters directly relating to exercise activities in the fitness center (within the scope of education and expertise of the FPM.) Areas of concentration are Fitness Improvement Programs (FIP), automated fitness assessments, and fitness activities requiring exercise knowledge.

12.11. (Added) Provides ongoing training to the fitness center staff at least quarterly.

12.11.1. (Added) Training materials used should be those readily available within the HAWC, and may include materials being used in conjunction with the FIPs.

13.4.1. (Added) Suicide prevention education and community training metrics will be monitored through the base health promotion working group or the base integrated delivery system as designated by the installation commander.

15.1.2. (Added) Fitness improvement is one of the key programs offered at the HAWC. The FPM may utilize a fitness demonstration area in the HAWC to instruct proper usage of fitness equipment, monitoring participation until behavior modification has occurred. Clients are expected to utilize fitness centers for fitness conditioning, once the behavior modification program is complete.

16.2.2. (Added) All medical nutrition therapy must be scheduled in CHCS and use the BALA MEPRs code.

16.3. (Added) Dietitians and diet therapy technicians assigned to the HAWC will provide general nutrition education. Programs may include commissary tours; Dietary Pyramid education; review and assessment of eating habits and food diaries; generic high fiber, low salt, low cholesterol, weight loss diets;

general nutrition protocols; national healthy nutrition programs; National Nutrition Month; sports nutrition, etc. Only privileged registered dietitians, certified diet therapy technicians, or others certified by the AFMC consultant dietitian may provide medical nutrition therapy (MNT). Medical nutrition therapy requires the assessment of nutritional status followed by therapy that includes assessment, counseling, and reassessment of nutrition risk. MNT requires an individualized diet, prescribes a specific level of nutrient, and/or is of significance to the provider to adequately provide the remainder of the medical care.

20.1. All members of the MTF must be trained in the proper use of a medical self-care book, and knowledgeable about all components of the medical self-care program for their MTF.

24. (Added) Health/Fitness Instructor (HFI):

24.1. (Added) The HFI will assist the FPM in implementing the Fitness Program as defined in AFI 40-501, *Air Force Fitness Program*.

24.2. (Added) HFI duties will include instructing personnel in conditioning equipment usage; ensuring monitored fitness improvement programs are conducted and implemented appropriately; and assist in fitness assessments and developing exercise prescriptions for active duty members, family members, retirees, and DoD civilians.

24.3. (Added) Examines all components of total health when accomplishing an exercise prescription including stress management, nutrition, family issues, etc.

24.4. (Added) Recommend the HFI be certified as a HFI by the American College of Sports Medicine or equivalent fitness organization, e.g., Aerobics and Fitness Association of America..

25. (Added) Medical Technician(s):

25.1. (Added) One or more medical technicians will be assigned to the HAWC. Appropriate AFSCs are 4NXXX, 4EXXX, 4FXXX, 4DXXX, or any other AFSC that provides health education to patients. If a 4D is assigned as NCOIC of a HAWC supporting a MTF that does not have nutritional medicine services, staffing should include a registered dietitian per paragraph 7.8.

25.2. (Added) Serves as NCOIC, assisting HPM with continuous effective administration and direction for health promotion programs (HPP).

25.3. (Added) Responsible for fiscal management of APF and DHP HPP budgets.

25.4. (Added) Assists in development and execution of intervention methods to meet client needs. Can provide instruction on all HPPs as needed.

25.5. (Added) Assists in workforce health screening. Measures blood pressure, height, weight, and body fat.

25.7. (Added) As required, conducts submaximal cardiovascular fitness assessments.

26. (Added) Information Manager:

26.1. (Added) Functions as the Workgroup Manager and Computer Systems Security Officer (CSSO) for the HAWC.

26.2. (Added) As the database manager, collects, processes, and analyzes statistical data gathered from health related behaviors, fitness testing, and program participation.

26.3. (Added) Functions as network administrator in coordination with the MTF's Information System Office.

26.4. (Added) Assists with development and maintenance of a health promotion web page.

26.5. (Added) Maintains correspondence files, instructions, manuals, and wellness resource center.

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